
Bambi's Place

Site & Operations Manual

Live with the land, not on it
Makiisa sa kalikasan

`bambis-place.netlify.app`

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Pahinga · Hinga · Dahan-dahan
Rest · Breathe · Take it slow

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1. Getting Started — Creating Your Login

Every staff member needs their own account to access the Operations site. Accounts are created through the signup form on the login page — not through the Netlify dashboard.

How to create your account

Step 1. Open your browser (Chrome, Safari, or Firefox) and go to:

bambis-place.netlify.app/ops/login.html

Step 2. You will see the Staff Login page with a "**Sign In**" button. Click it.

Step 3. A login modal will appear. Click the "**Sign up**" tab at the top of the modal.

Step 4. Enter your **email address** and choose a **strong password**.

Use the email address that has been agreed with management. This is how your account is identified.

Step 5. Click "**Sign up**". If autoconfirm is enabled, your account will be created instantly and you will be logged in.

Step 6. If you see "**Email not confirmed**", check your inbox for a confirmation email from Netlify and click the link. Then return to the login page and sign in.

After signup

Once you have signed up, an administrator (Aidan) needs to assign your **role** (either **admin** or **staff**) in the Netlify dashboard. Until a role is assigned, you may not be able to access all pages. Contact Aidan to confirm your role has been set.

2. Logging In & Out

Logging in

Step 1. Go to **bambis-place.netlify.app/ops/login.html**

Step 2. Click "**Sign In**"

Step 3. Enter your email and password in the modal

Step 4. Click "**Log in**"

Step 5. You will see "Welcome, [your name]. Redirecting..." and be taken to the Operations Hub

Logging out

Step 1. On any ops page, look for the **Netlify Identity widget** in the browser toolbar or use the Sign Out option

Step 2. You can also go back to the login page and click "**Sign Out**"

You will be automatically logged out after your session expires (approximately 1 hour). Simply log in again when needed.

Forgot password

Step 1. On the login modal, click "**Forgot password?**"

Step 2. Enter your email address

Step 3. Check your inbox for a password reset email from Netlify

Step 4. Click the link and set a new password

3. The Public Site — What Visitors See

The public website is at **bambis-place.netlify.app**. This is what anyone can see — customers, community members, investors, and the general public. No login is required.

Homepage sections (top to bottom)

- **Hero section** — "Bambi's Place" heading, tagline, Filipino text, and "Enter the Wheel" button
- **Green header band** — Deer sign on left, "Bambi's Place" in decorative font, jeepney on right
- **Wagon Wheel** — The interactive wheel showing all 12 departments over the Gateway to Bicolandia landscape
- **The Hub** — Information about the central hub concept
- **Vision** — "A community built to endure" with the founding vision
- **Principles** — Six guiding principle cards
- **Dedication** — "In Memoriam" section
- **Footer** — Links and copyright

Navigation

The header bar on department pages includes links to all 12 departments, plus Charter, Founder, and a Staff link that goes to the ops login. The footer also contains full navigation to every section.

4. The Wagon Wheel — Navigating Departments

The Wagon Wheel is the central navigation element of the site. It is a wooden wheel with 12 spokes, each representing a department of Bambi's Place.

How to use the wheel

- **Hover** over any section to see a tooltip with the department name
- **Click** any section to go to that department's page
- The **centre hub** links to the Charter page
- Labels around the rim show each department name

The 12 departments (clockwise from top)

#	Department	Public Page	Ops Page
1	Alejandro's Cafe	cafe.html	ops/farm-shop.html
2	Fresh Produce	fresh-produce.html	ops/big-farm.html
3	Feeds & Supply	feeds-and-supply.html	ops/feed.html
4	Livestock	livestock.html	ops/livestock.html
5	Poultry	poultry.html	ops/poultry.html
6	Marine & Seafood	marine-seafood.html	ops/big-farm.html
7	Butcher Shop	butcher-shop.html	ops/big-farm.html
8	Fruit Trees	fruit-trees.html	ops/big-farm.html
9	Vegetable Garden	vegetable-garden.html	ops/big-farm.html
10	Nursery & Plants	nursery.html	ops/big-farm.html
11	Compost & Soil	compost.html	ops/big-farm.html
12	Training & Community	training.html	ops/training.html

5. The Operations Site — Staff Only

The Operations site lives at **bambis-place.netlify.app/ops/**. It is protected by login — only registered staff with an assigned role can access it.

If you try to visit any /ops/ page without being logged in, you will be redirected to the login page automatically.

Ops Hub dashboard

After logging in, you land on the **Operations Hub** — a dashboard with cards linking to every operational area:

- **Governance & Charter** — Founding documents, decision-making framework
- **Logistics & Dispatch** — Delivery routes, vehicle management, order tracking
- **Engineering** — Container structure, water systems, cold chain, electrical
- **Daily Operations** — Handovers, rotation, rest pathway, maintenance
- **SOPs** — Standard operating procedures
- **Contacts** — Vendors, emergency numbers, barangay network
- **Training** — Staff training programs and knowledge base

Admin users will also see cards for HR, Inventory, and Library. Staff users will not see these.

Ops navigation bar

Every ops page has a navigation bar at the top with links to all operational areas. Admin-only pages (HR, Inventory, Library) are hidden from staff users automatically.

6. User Roles — Admin vs Staff

There are two roles that control what you can see and access:

Admin

Full access to everything. Admin users can see all ops pages including HR, Inventory, the Company Library, financial records, costing spreadsheets, and all confidential documents.

Admin role is for: Aidan, Aileen, Rojan & Anna, and other senior/executive staff.

Staff

Access to day-to-day operational pages only. Staff users can see handovers, SOPs, rotation schedules, maintenance, logistics, contacts, training, and department pages. They cannot see HR, Inventory, Library, financial records, or costing documents.

Staff role is for: Department workers, farm hands, general team members.

Access control summary

Page / Feature	Staff	Admin
Ops Dashboard	Yes	Yes
Handovers & Rotation	Yes	Yes
SOPs & Procedures	Yes	Yes
Maintenance Checklists	Yes	Yes
Logistics & Dispatch	Yes	Yes
Engineering	Yes	Yes
Contacts	Yes	Yes
Training	Yes	Yes
Charter & Governance	Yes	Yes
Department Pages	Yes	Yes
HR Dashboard	No	Yes
Inventory	No	Yes
Company Library	No	Yes
Finance & Tax Records	No	Yes
HR Records	No	Yes

Page / Feature	Staff	Admin
MSDS / Safety Docs	No	Yes
Registers	No	Yes
SOP Backups	No	Yes
Templates	No	Yes
Costing Spreadsheets	No	Yes

7. What Admin Users See

When you log in with an **admin** role, you see the full Operations Hub:

- All dashboard cards visible including **HR**, **Inventory**, and **Library**
- All navigation links in the top bar
- Access to the **Company Library** with master plans, business documents, and cost breakdowns
- Access to **HR Dashboard** with staff records, payroll, and performance
- Access to **Inventory** with stock levels, consumables, and reorder triggers
- Download access to all **.docx** and **.xlsx** files in the ops documents folder

Library sections (admin only)

- **Master Documents** — Master Bible, Structure Master, Addendum
- **Clean Exports** — Numbered document series (01-10)
- **Engineering & Floor Plans** — Level 1 & 2 PDFs
- **Legal & Accounting** — Legal pack (Tagalog)
- **Financial & Cost Planning** — Cashflow, cost breakdowns, outlook
- **Sub-sections** — Finance & Tax, HR Records, MSDS, Registers, SOP Backups, Templates

8. What Staff Users See

When you log in with a **staff** role, you see a streamlined Operations Hub focused on daily work:

- Dashboard cards for **Governance, Logistics, Engineering, Daily Operations, SOPs, Contacts, Training**
- HR, Inventory, and Library cards are **hidden**
- Navigation bar hides links to restricted pages
- If a staff user tries to access a restricted page directly by typing the URL, they are redirected to the Ops Hub homepage

Staff users still have everything they need for their daily work — handovers, SOPs, rotation schedules, maintenance checklists, contacts, and training materials.

9. The 12 Departments

Each department has both a **public page** (visible to everyone) and may have corresponding **ops pages** (staff only). The public pages are accessed through the Wagon Wheel or the header navigation on any department page.

Alejandro's Cafe

The farm-to-table restaurant. Menu, sourcing, kitchen operations.

Fresh Produce

Harvested goods from the farm — vegetables, herbs, and seasonal items.

Feeds & Supply

Animal feed, farm supplies, and input materials.

Livestock

Cattle, goats, and large animal management.

Poultry

Chickens, ducks, eggs, and poultry operations.

Marine & Seafood

Fish landing, aquaculture, and seafood processing.

Butcher Shop

Meat processing, cuts, and butchery operations.

Fruit Trees

Orchard management, fruit harvesting, and tree care.

Vegetable Garden

Raised beds, crop rotation, and vegetable production.

Nursery & Plants

Seedling propagation, native species, and plant sales.

Compost & Soil

Composting systems, soil health, and organic waste management.

Training & Community

Staff training, community programs, and knowledge sharing.

10. The Company Library (Admin Only)

The Library is the filing hub for the business. It holds master plans, legal documents, financial records, HR files, safety data sheets, and templates. **Only admin users can access the Library.**

The Library is not for everyday working documents — those belong in their relevant department ops pages. The Library is for:

- Master business plans and strategic documents
- Spent records and completed paperwork
- Backups of important files
- MSDS entries and safety records
- Financial and tax records
- HR records and personnel files
- Legal documents
- Templates for forms and procedures

Think of it like a physical filing cabinet — only management opens it. Staff get what they need from their department pages.

11. Making Site Updates — For Rojan & Anna

Rojan and Anna have **admin** access and can help maintain and update the website. Here is how the site update process works.

Understanding the site structure

The entire site is a collection of **HTML files, CSS stylesheets, images, and documents** in a folder. There is no database or CMS — everything is in the files. When we deploy, we upload a zip of the entire folder to Netlify and it replaces the whole site.

- **Public pages** — HTML files in the root folder (index.html, cafe.html, etc.)
- **Ops pages** — HTML files in the /ops/ folder
- **Styles** — CSS files in /assets/css/ and /ops/assets/css/
- **Images** — PNG, JPG files in /assets/img/ and /ops/assets/img/
- **Documents** — DOCX, XLSX, PDF files in /ops/assets/docs/

How to make a change

Step 1. Download the latest site zip from Aidan or from the previous deploy

Step 2. Unzip it on your computer

Step 3. Edit the HTML file you want to change (use any text editor — VS Code is recommended)

Step 4. Save your changes

Step 5. Re-zip the entire folder

Step 6. Deploy to Netlify (see Section 12)

Always work from the LATEST zip. If you edit an old version, you will overwrite newer changes. Coordinate with Aidan before deploying.

What Rojan & Anna can update

- Department page content (text, descriptions, lists)
- Ops page content (procedures, checklists, contacts)
- Adding new images to /assets/img/
- Uploading new documents to /ops/assets/docs/
- Fixing typos or updating information
- Engineering page — floor plans, maintenance schedules, system diagrams

What to be careful with

- **Do not edit** index.html (the homepage with the wheel) without coordinating with Aidan — the SVG wheel is complex
- **Do not edit** _redirects or netlify.toml — these control the login system
- **Do not delete** the /ops/assets/js/ops-auth.js file — this controls role-based visibility
- **Always test** in a browser after unzipping before deploying

Netlify team access for Rojan & Anna

Rojan and Anna can be added as **team members** on the Netlify dashboard so they can deploy updates themselves. Aidan can invite them from:

app.netlify.com/teams/mulkerrinsa5-8/members

Once added, they can log in to the Netlify dashboard, go to the bambis-place project, and drag-drop a new zip to deploy. See Section 12 for the full process.

12. Netlify Dashboard Guide

Netlify is the hosting platform that serves the website. Here is how to use the dashboard.

Logging in to Netlify

Step 1. Go to app.netlify.com

Step 2. Log in with your Netlify account (this is separate from the site login)

Step 3. You will see the team dashboard with the **bambis-place** project

Deploying an update

Step 1. Click on the **bambis-place** project

Step 2. Click "**Deploys**" in the navigation

Step 3. Scroll down to the "**Need to update your project?**" section

Step 4. **Drag and drop** your zip file onto the upload area

Step 5. Wait for the deploy to complete (usually 2-6 seconds)

Step 6. The site is now live — check it in your browser

Netlify accepts both zip files and unzipped folders via drag-drop.

Managing Identity users

Step 1. From the project page, go to **Project configuration** (in sidebar)

Step 2. Click **Identity**

Step 3. You will see all registered users with their email and role

Step 4. Click on a user to edit their role or delete their account

Setting a user's role

Step 1. Click on the user in the Identity list

Step 2. Click "**Edit settings**"

Step 3. In the **Roles** field, type **admin** or **staff** (lowercase, exact)

Step 4. Save

Roles must be exactly "admin" or "staff" in lowercase. Anything else will not work with the redirect rules.

13. How Arianne Can Help — Training & Community

Arianne is a trained educator in the Philippines specialising in special assistance programs. She can contribute to Bambi's Place in several key areas:

Training & Community department

The Training & Community spoke on the wheel is dedicated to staff development, community education, and knowledge sharing. Arianne can:

- Develop **training modules** for farm staff — onboarding, safety procedures, skills development
- Create **educational content** for the community — workshops on sustainable farming, nutrition, food safety
- Design **special assistance programs** — accessibility planning, inclusive community activities
- Build a **skills matrix** for tracking staff capabilities and training needs
- Write **SOPs** (Standard Operating Procedures) in clear, simple language for all literacy levels
- Develop **Tagalog/Bicolano training materials** for local staff

How Arianne can contribute to the site

- Write content for the **training.html** public page — describing programs available
- Write content for the **ops/training.html** ops page — internal training schedules and materials
- Create downloadable training documents (PDF/DOCX) to be added to the ops documents
- Review and improve the **Rest Pathway** page — wellbeing and staff support

Access level

Arianne should be given a **staff** account initially so she can access the ops pages relevant to her work (training, SOPs, handovers). If she needs access to HR records or the library, her role can be upgraded to **admin**.

To set up her account:

- Step 1.** Arianne goes to **bambis-place.netlify.app/ops/login.html**
- Step 2.** Signs up with her email address
- Step 3.** Aidan assigns the **staff** role in the Netlify Identity dashboard

14. Managing Staff Accounts

Current team

Name	Email	Role	Responsibilities
Aidan Mulkerrins	mulkerrinsa5.8@gmail.com	admin	Site owner, full access, deploys
Aileen Mulkerrins	ronnypoorboy@yahoo.com	admin	Executive, full access
Rojan & Anna Dalangin	rojanna329@gmail.com	admin	Engineering, site updates
Bambi / Mamarowen	adalangin@yahoo.com	staff	Board member, daily ops
Ariane (TBC)	TBC	staff	Training & community programs

Adding a new staff member

Step 1. Have the person go to bambis-place.netlify.app/ops/login.html

Step 2. They click **Sign up** and create their account with their email

Step 3. Go to the Netlify Identity dashboard

Step 4. Find the new user and click on them

Step 5. Click **Edit settings** and set their role to **admin** or **staff**

Step 6. Save

Do NOT use the "Invite users" button — this has caused email confirmation issues. Always have users sign up themselves through the login page widget.

Removing a staff member

Step 1. Go to Netlify Identity dashboard

Step 2. Click on the user

Step 3. Scroll down and click **Delete user**

This is permanent and cannot be undone. The person will no longer be able to log in.

Changing a role

If someone needs to be promoted from staff to admin (or vice versa), go to their user profile in the Identity dashboard, click Edit settings, and change the role.

15. Troubleshooting

Problem: "Email not confirmed" when logging in

Solution: The account was created via invitation rather than self-signup. Delete the user in the Identity dashboard, then have them sign up again through the login page widget. Autoconfirm is enabled so self-signups work instantly.

Problem: Ops pages load without requiring login

Solution: You may have a stale login session. Clear your browser cookies for bambis-place.netlify.app, or test in an incognito/private window. If it persists, check that the netlify.toml and _redirects files are in the deploy.

Problem: Staff user can see admin-only pages

Solution: Check their role in the Netlify Identity dashboard — it must be exactly "staff" (lowercase). Also ensure the ops-auth.js file is included in the deploy.

Problem: Cannot deploy to Netlify

Solution: Make sure you are logged in to the Netlify dashboard with an account that has team access. Check that your zip file contains all site files at the root level (not nested in a subfolder).

Problem: Site looks broken after deploy

Solution: The zip may be missing files. Always deploy the complete site folder — every deploy overwrites everything. If in doubt, use the previous working zip as your starting point.

Problem: Login modal does not appear

Solution: Check your internet connection. The login modal requires the Netlify Identity widget to load from identity.netlify.com. If the page looks correct but the button does nothing, try a hard refresh (Ctrl+Shift+R).

Problem: Password reset email not arriving

Solution: Check spam/junk folders. Emails come from no-reply@netlify.com. If not found, try requesting the reset again. There may be a delay of a few minutes.

End of Manual

Bambi's Place — Live with the land, not on it